

2-Way Memo

Subject: ADDI's trip to Norfolk

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

To :

O/ADDI/Sue

DATE OF MESSAGE

07 Oct 85

ROUTING SYMBOL

FOLD

MESSAGE

Sue,

STAT

Attached is the form for the ADDI to obtain an advance for the one-day trip to Norfolk. Naturally, it is strictly optional whether he wants the \$50 advance or not. Pls return the form to me if he DOES NOT want the advance. If he does, he needs to appoint you as his agent on the form and you can collect the advance from 6E29 Hqs (Disbursing). THE ADVANCE SHOULD NOT BE PICKED UP UNTIL WEEK OF 15 OCT.

I've asked TPB again for the confirmation on the flights he wants but I do not anticipate any problem. Will bring the tickets to you 22 October.

REPLY

Steve:

Dick doesn't believe that he will need an advance. Thanks.

Sue

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

1 RETAINED BY ADDRESSEE

5027-107

OPTIONAL FORM 27 (Rev. 7-81)
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